Trados Business Manager

RWS

Course Title:	**Trados Business Manager**

Learning Objectives: This course is designed for users who want to get familiar with Trados Business Manager quickly. It will walk the users through all configuration steps necessary to turn an empty system into a working one.

- Introduction to Trados Business Manager
- Navigating the User Interface
- Setting up the system
- Configuring Reference Data
- Running a translation project
- Connecting TBM with Trados Studio and Trados Groupshare
- Getting started with reporting

Target Audience: This course is for users who have never used Trados Business Manager before and want to get started with the application to be productive from day one.

Prerequisites: Basic understanding of PCs, the Windows operating system and Trados Studio.

Course Delivery Mode: This course is available in the following delivery modes:

- hands-on and classroom based, delivered over 1 day
- live and web based, delivered over a total of 4 hours, broken up in shorter sessions.

Further Information: For further information on any of our courses, training delivery options and course dates, the Trados Certification programme or course fees please contact us at producttraining@sdl.com

Topics covered during the course

Introduction

- Trados Business Manager Desktop vs. Trados Business Manager web application
- Logging on to Trados Business Manager
- Populating the system with demo data
- Logging off from Trados Business Manager

Navigating the User Interface of Trados Business Manager

- The main UI elements of Trados Business Manager
- The user account area on the Main menu
- The Main menu
- The Tab bar
- Working with dashboards
- The Navigation menu
- The toolbars in Trados Business Manager
- Managing lists, pick lists and pick list items
- Exporting and importing data sets
- Working with Data grids in Trados Business Manager
- Using the pager functionality in list views

Setting up the system

- Configuring the Main Application Settings
- Configuring data entry form layouts
- Configuring list views

Configuring Reference Data

- Adding languages
- Adding language pairs
- Adding Service types
- Editing Units
- Adding a Specialization
- Adding a price list
- Configuring Analyis import settings for fuzzy bands
- Adding Check lists
- Configuring Workflows
- Configuring the E-mail system
- Adding a role
- Cloning a role

- Adding user accounts
- Adding a Vendor
- Adding a Client

Running a translation project

- Creating a quote
- Sending the quote to the client contact
- Creating a translation project from a quote
- Creating a Translation jobs a part of a project
- Creating a Translation jobs outside the project context
- Linking Trados Business Manager with Trados Groupshare
- Linking Trados Business Manager with Trados Studio
- Importing the translated file(s)
- Delivering the translated document(s) to the client
- Changing the translation job's Status to Sent
- Sending an invoice to the client
- Registering a payment
- Registering an invoice from your vendor
- Creating a payment
- Checking your ledger

Reporting

- Quick Reports
- Running a quick report
- Filtering data within a report
- Exporting report results
- Customizing pre-defined reports
- Creating a new report

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Our vision is to help organizations interact effectively with people anywhere in the world by solving their language, content and market access challenges through our collective global intelligence, deep expertise, and smart technology.

Clients include 90 of the globe's top 100 brands, the top 10 pharmaceutical companies and approximately half of the top 20 patent filers worldwide. Our client base spans Europe, Asia Pacific, and North and South America across the technology, pharmaceutical, medical, legal, chemical, automotive, government and telecommunications sectors, which we serve from offices across five continents.

Founded in 1958, RWS is headquartered in the UK and publicly listed on AIM, the London Stock Exchange regulated market (RWS.L).

For further information, please visit: **www.rws.com**